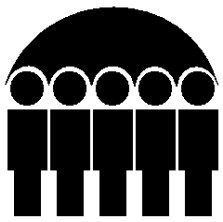
DISTRIBUTION

APPENDIX



Iowa
Department
of
Human Services

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470-2162, Satisfaction of Judgment Assigned to the Department of Human Services

Purpose	Use form 470-2162, *Satisfaction of Judgment Assigned to the Department of Human Services*, to provide notification to the clerk of court of the full or partial satisfaction of judgment.
Source	Print the form from the on-line manual or photocopy the sample from the printed manual.
Completion	Complete this form at the written request of the payor or when an obligation meets the satisfaction criteria. Iowa law requires that the Unit file a satisfaction of judgment within 30 days of receiving the written request for satisfaction.
Distribution	Mail this form to the clerk of court in every county where the judgment is filed. Mail a copy to the payor.
Data	The worker enters the following information: ♦ County name where the order is filed ♦ Petitioner information (up to six lines) ♦ Respondent information (up to two lines) ♦ Court order number ♦ Day the state's balance is paid in full (e.g. 10th) ♦ Month the state's balance is paid in full (e.g. May) ♦ Year the state's balance is paid in full (e.g. 2007) ♦ Current day (e.g. 10th) ♦ Current month (e.g. May) ♦ Current year (e.g. 2007) ♦ Payor's name ♦ Worker's signature Sign the form in front of the office notary. The notary completes the remainder of the form manually.

470/3401, Notification That Case No Longer Qualifies for Automatic Satisfaction of Child Support Debt

Purpose	Use form 470/3401, *Notification That Case No Longer Qualifies for Automatic Satisfaction of Child Support Debt*, to notify the payor and the clerk of court that current support on an Iowa support order no longer qualifies for satisfaction.
Source	ICAR generates the batch version of this form (470-3401) overnight through a batch process or you generate the on-line version of this form (470/3401) from the FORMLIST screen with the DIST process code. You can also access the form directly through the FORMVIEW screen with the form number.
Completion	ICAR completes this form when a case no longer meets all of the criteria for satisfaction by operation of law. You complete this form the first month you determine that a case no longer qualifies for satisfaction but ICAR automatically satisfied the obligation for some reason.
Distribution	Mail a copy of the form to the clerk of court and a copy to the obligor. Image the form or keep a copy in the case file.
Data	ICAR or the worker enters the following information: ♦ Current date in the MM/DD/CCYY format ♦ Case number ♦ Payor's name ♦ Payee's name ♦ County in which the order is filed ♦ Court order number ♦ Worker name (FML) ♦ Worker title (e.g. Support Recovery Officer) ♦ Office's address ♦ Proof of service date (by hand) ♦ Worker's signature

470/3407, Notification Regarding Support Debt

Purpose	Use form 470/3407, *Notification Regarding Support Debt*, to notify the clerk of court and the obligor that current support under an Iowa support order is satisfied by operation of law.
Source	ICAR generates the batch version of this form (470-3407) overnight through a batch process or you can generate the online version of this form (470/3407) from the FORMLIST screen with the DIST process code. You can access the form directly through the FORMVIEW screen with the form number.
Completion	ICAR completes this form in the initial month that a case qualifies for satisfaction by operation of law. You complete this form the first month a case qualifies for automated satisfaction but ICAR failed to identify the case.
Distribution	Mail a copy of the form to the clerk of court and a copy to the payor. Image the form or keep a copy in the case file.
Data	ICAR or the worker enters the following information: ♦ County of filing ♦ Petitioner's name (up to six lines) ♦ Respondent's name (up to three lines) ♦ Court order number ♦ Case number ♦ Current day, month, and year ♦ Worker name ♦ Worker title ♦ Office's address

470-3587, Support Payment Now Processed Through a Central Location

Purpose	Use form 470-3587, *Support Payment Now Processed Through a Central Location*, to provide notice to the payee of a change in processing income-withholding payments through the state disbursement unit (SDU).
Source	ICAR generates this form overnight through a batch process for those ICIS cases added to ICAR the previous week.
Completion	ICAR completes this form when it identifies an ICIS case has been added to ICAR and a payee address exists on the case.
Distribution	The Department's mailing service sends this form to the payee.
Data	ICAR enters the following information: ♦ Payee's name ♦ Payee's address

470-3588, Support Payments Now Processed Through a Central Location

Purpose	Use form 470-3588, *Support Payment Now Processed Through a Central Location*, to provide notice to the payor of a change in processing income-withholding payments through the state disbursement unit (SDU).
Source	ICAR generates this form overnight through a batch process for those ICIS cases added to ICAR the previous week.
Completion	ICAR completes this form when it identifies an ICIS case has been added to ICAR and the payor's address exists on the case.
Distribution	The Department's mailing service sends this form to the payor.
Data	ICAR enters the following information: ♦ Payor's name ♦ Payor's address

470-4455, $25 Annual Fee Initial Letter to Payee

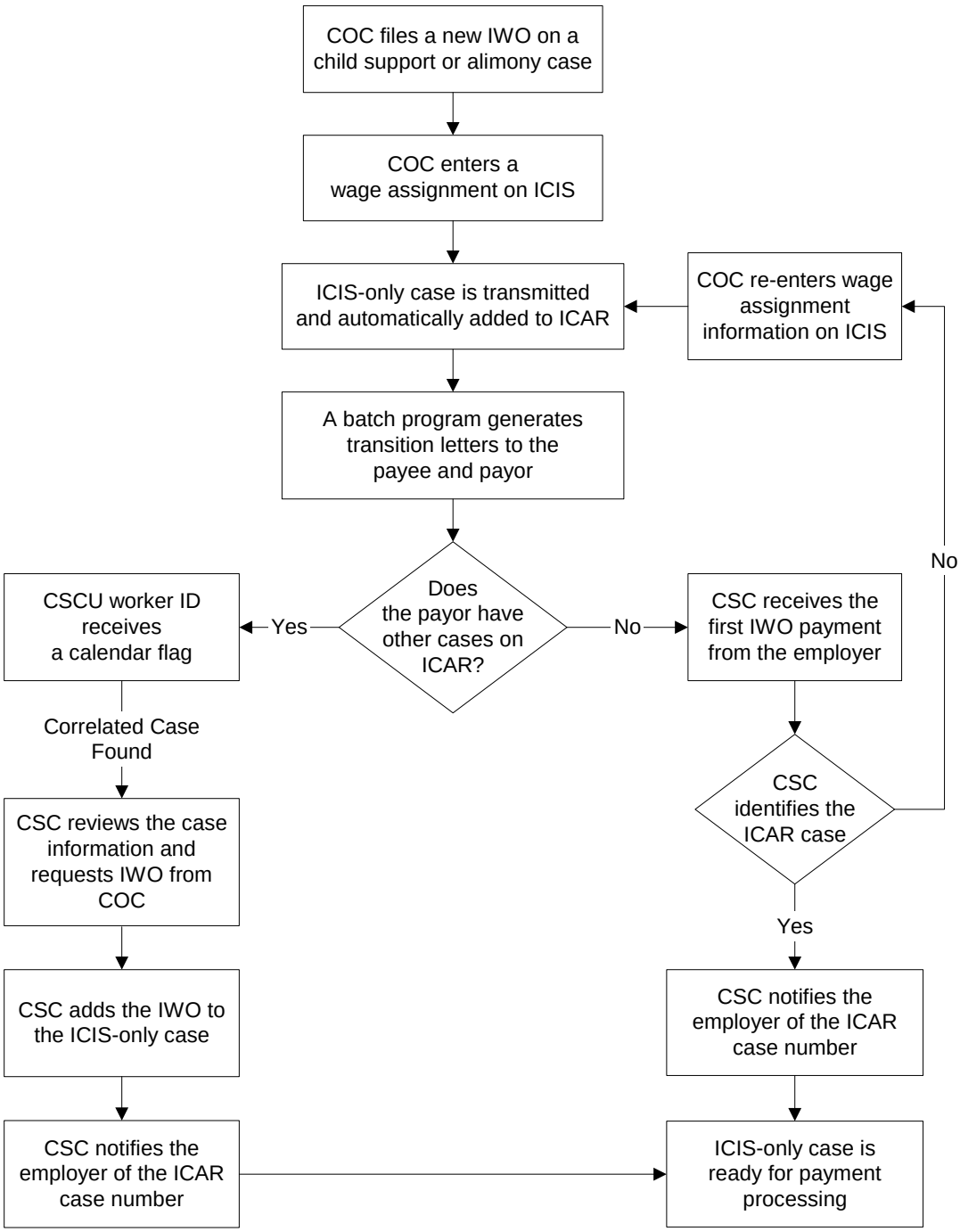
Purpose	Use form 470-4455, *$25 Annual Fee Initial Letter to Payee*, to provide notice to the payee of a fee for each never-assistance case where at least $500 is collected within the year.
Source	ICAR generates this form overnight through a batch process for those cases that qualify for the $25 annual fee.
Completion	ICAR completes this form when it identifies a case that meets the criteria for the fee.
Distribution	The Department's mailing service sends this form to the payee.
Data	ICAR enters the following information: ♦ Payee's name ♦ Payee's address

SDU Flowcharts

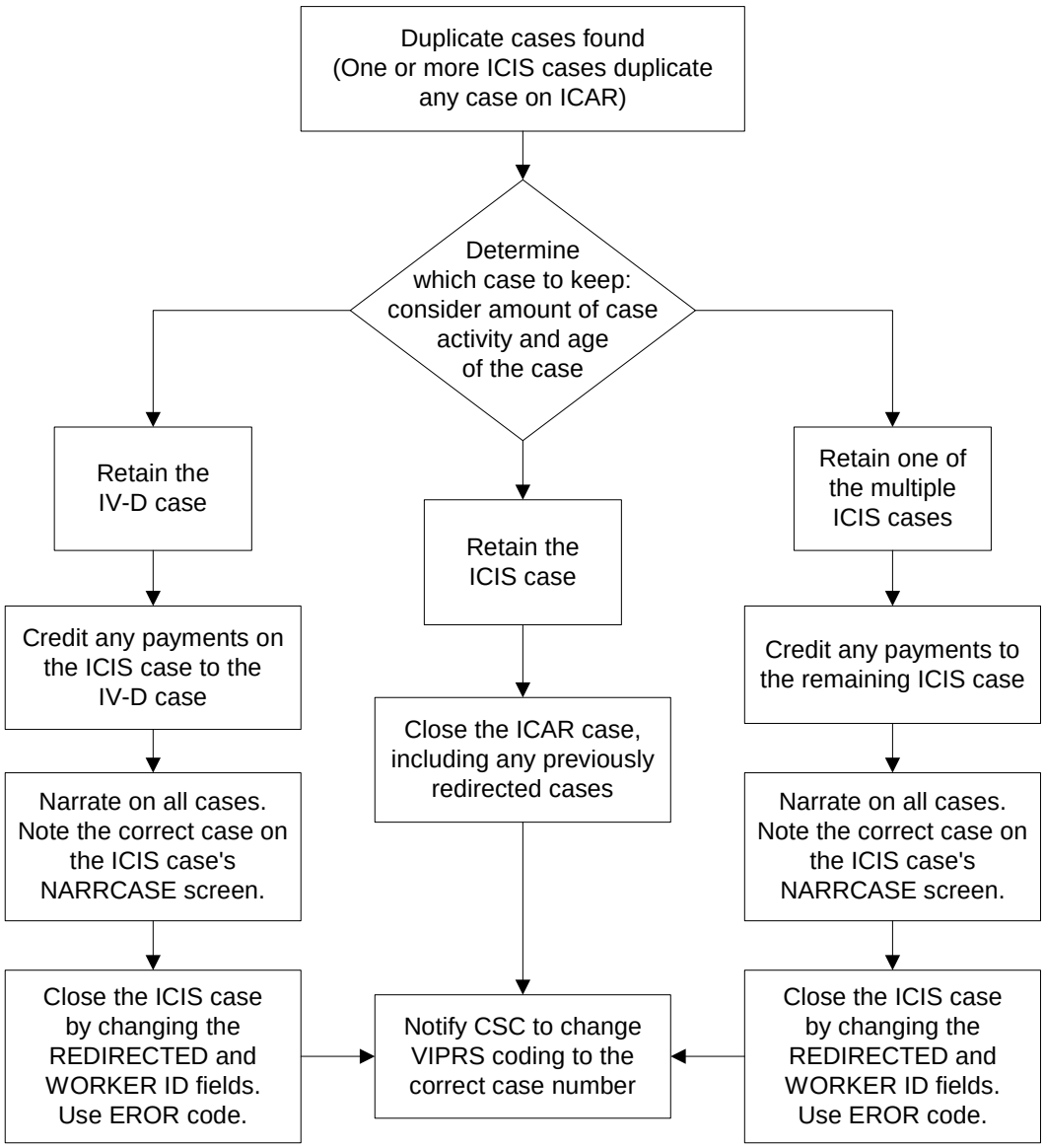
The flowcharts on the following pages indicate the steps of different processes related to the state disbursement unit (SDU). The flowcharts are:

- Adding New ICIS Cases to ICAR
- ICIS Cases Duplicate Other ICIS or ICAR Cases
- Correlated Cases and IWODIST Problems
- Customer Requests Information at Local Office
- Customer Calls SCSU on ICIS Case
- Employer Calls EPICS

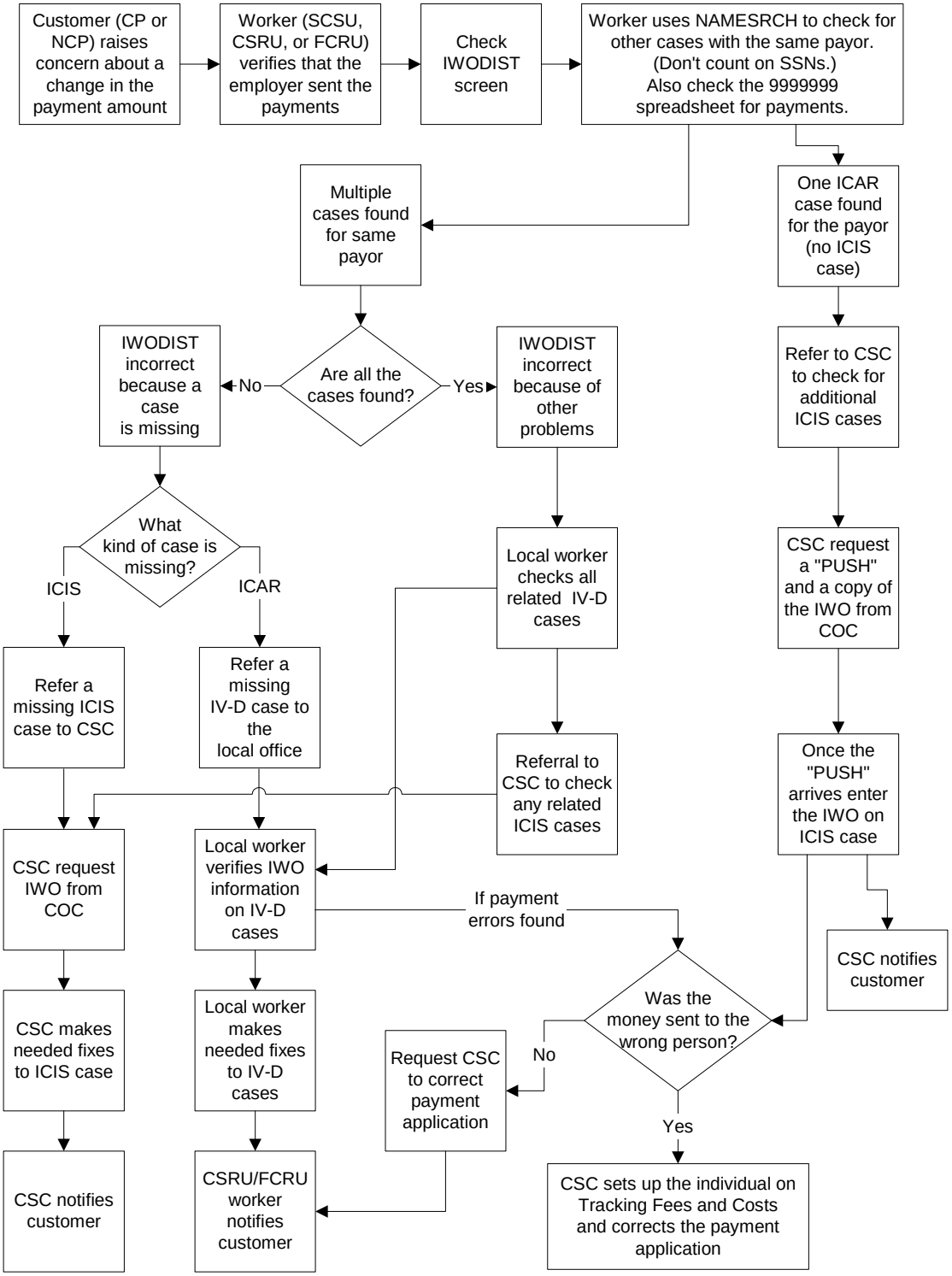
Adding New ICIS Cases to ICAR



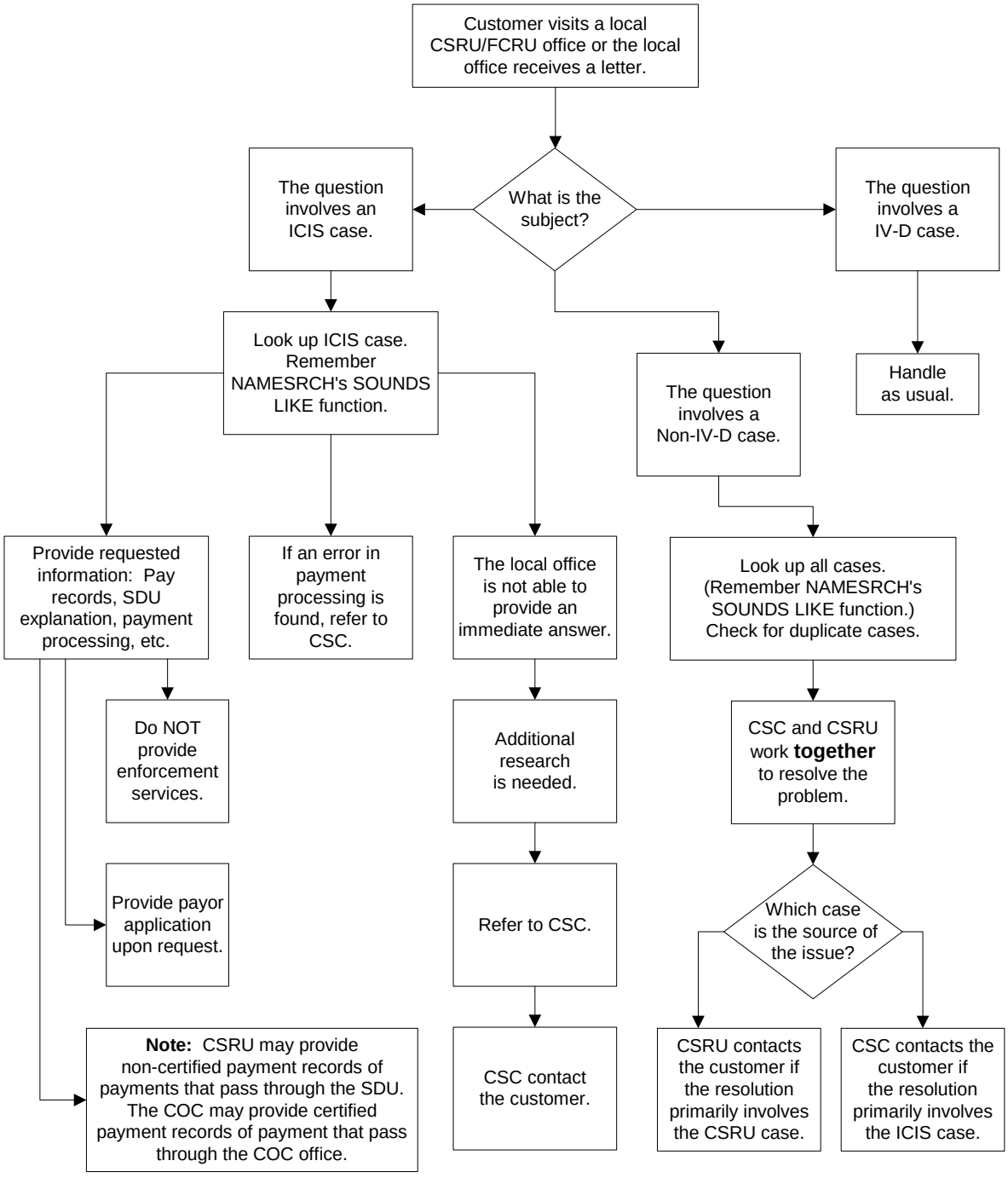
ICIS Cases Duplicate Other Cases



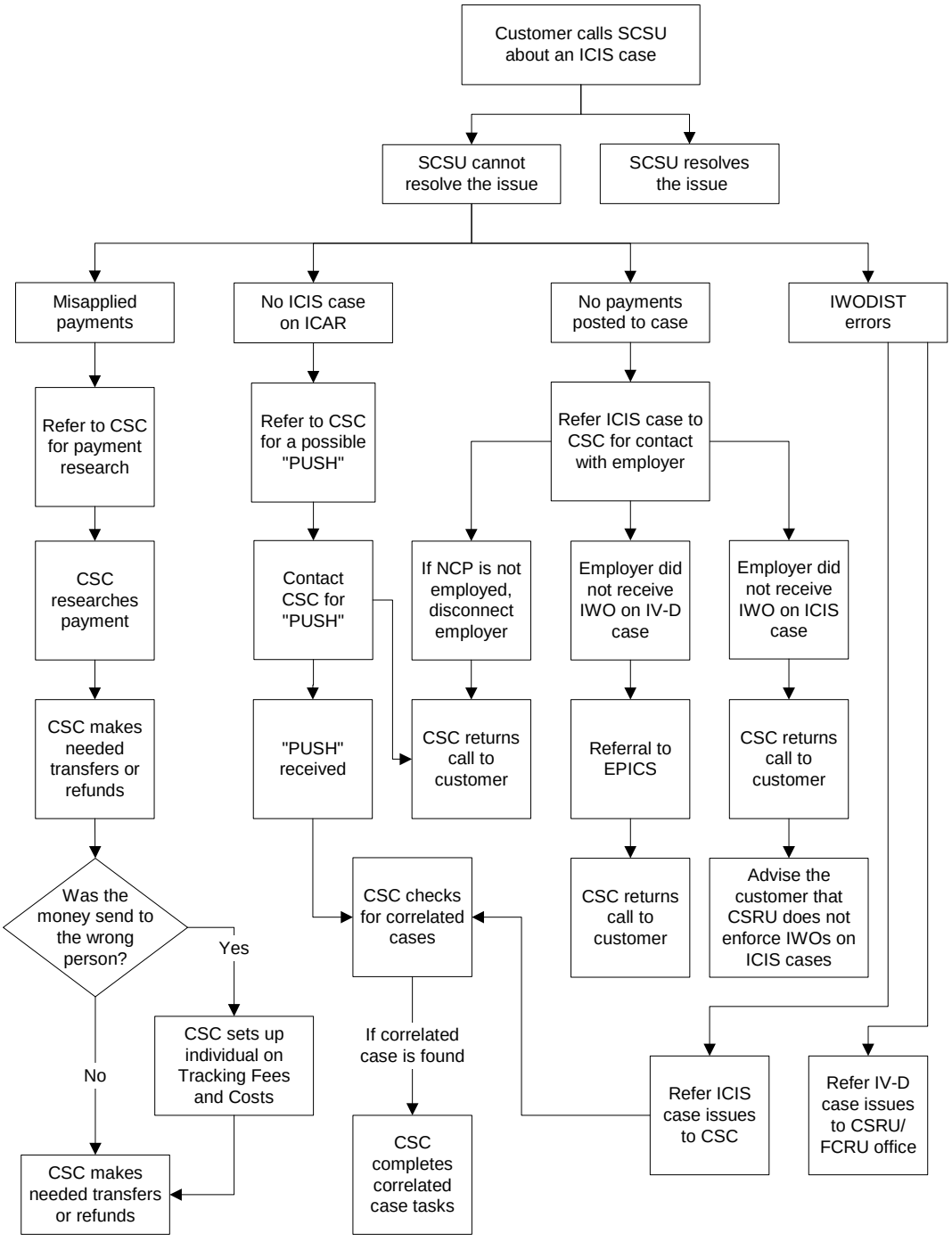
Correlated Cases and IWODIST Problems



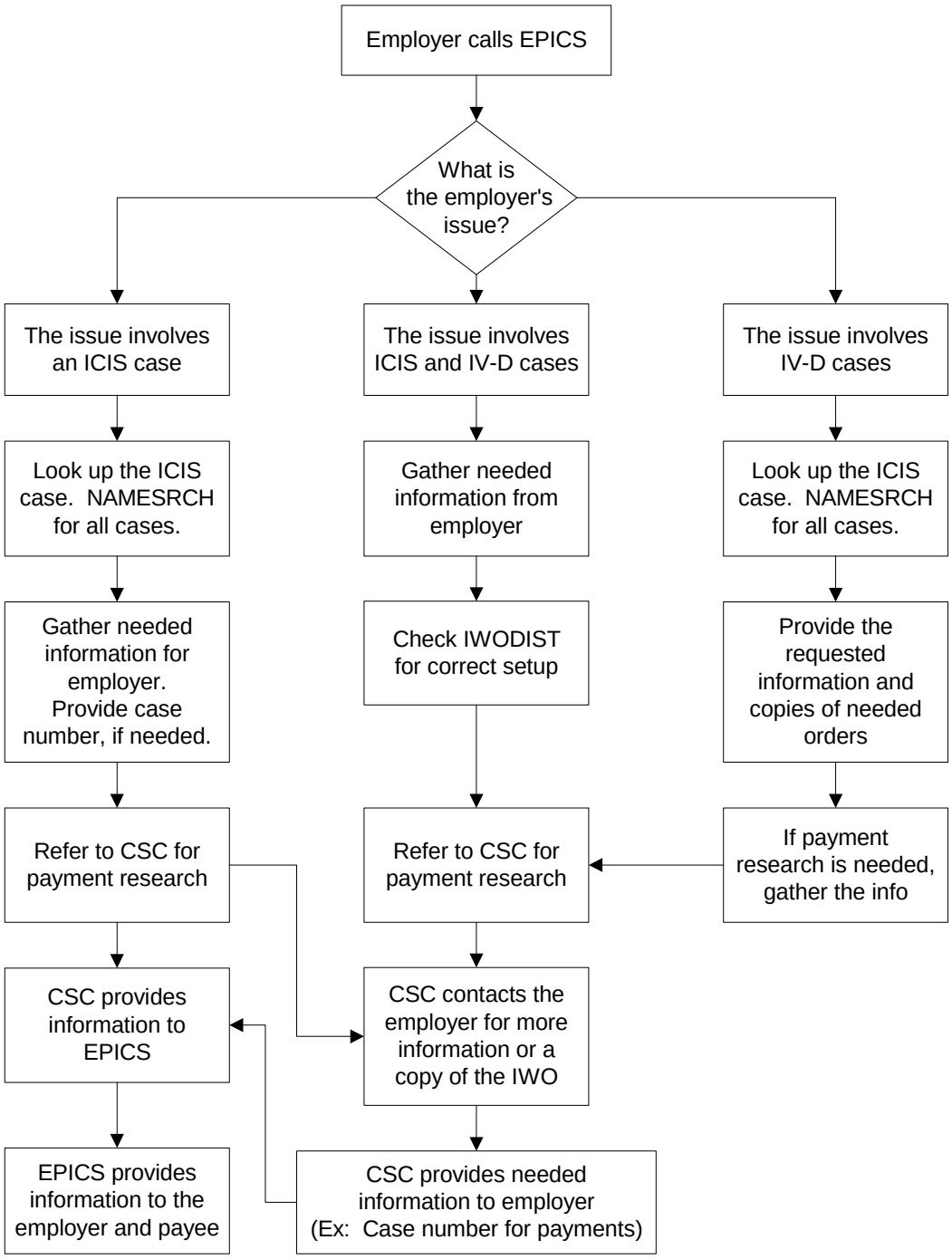
Field Office Contacts



Customer Calls SCSU on ICIS Case



Employer Calls EPICS



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

January 25, 2008

GENERAL LETTER NO. 11-T-AP-2

ISSUED BY: Bureau of Collections,
Division of Child Support, Case Management, and Refugee Services

SUBJECT: Employees' Manual, Title 11, Chapter T, ***DISTRIBUTION APPENDIX***, Title page, new; Contents (page 1), revised; pages 1 and 2, revised; pages 3 through 13, new; and the following forms:

470-2162	*Satisfaction of Judgment Assigned to the Department of Human Services*, new
470/3401	*Notification That Case No Longer Qualifies for Automatic Satisfaction of Child Support Debt*, revised
470/3407	*Notification Regarding Support Debt*, unchanged
470-3587	*Support Payment Now Processed Through a Central Location*, new
470-3588	*Support Payment Now Processed Through a Central Location*, new
470-4455	*$25 Annual Fee Initial Letter to Payee, new*

Summary

This appendix includes system-generated forms for a satisfaction of judgment for eligible Iowa support orders, for automatic satisfaction, and for providing notice to the payee and payor that income-withholding payments will be processed through the state disbursement unit (SDU). The appendix also includes flow charts for the SDU.

Effective Date

Immediately

Material Superseded

Remove the entire Chapter T, Appendix, from Employees' Manual, Title 11, and destroy it. This includes the following pages:

Page	Date
Title page	March 30, 1999
Contents (p. 1)	March 30, 1999
470/3401	2/99
1, 2	March 30, 1999

* Move form 470/3407 to precede page 5 instead of follow page 2.

Additional Information

Refer questions about this general letter to your regional collections administrator